

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 13, 2014**

RESOLUTION NO. 2014-13

WHEREAS, The Housing Authority of New Orleans (HANO), through its Legal Department, continues to require local litigation support in matters relating to construction law, employment and labor law, contract disputes, class action litigation, and related matters; and

WHEREAS, HANO's prior three year contract for on call legal representation has expired and a new procurement was necessary to secure the required litigation support; and

WHEREAS, there are funds allocated to provide in HANO's Operating Budget for the provision of on call legal services; and

WHEREAS, HANO issued Request for Proposals (RFP) Number 14-906-16 to procure on call legal services on Wednesday, April 16, 2014, and received responsive proposals from eight (8) respondents on Monday, May 5, 2014; and

WHEREAS, HANO conducted evaluations of each proposal submitted establishing Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC as the six (6) highest ranking respondents; and

WHEREAS, HANO has successfully completed due diligence verification on Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC and determined they are responsible; and

WHEREAS, it is recommended to provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, that approval be given to award contracts in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised, to Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC to provide the HANO on call legal services.

Resolution No. 2014-13

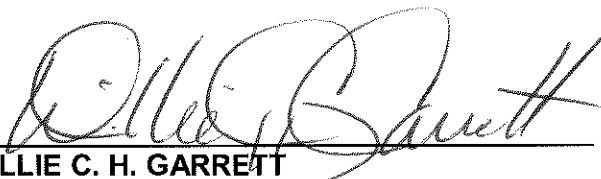
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THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of contracts to Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised, to provide the HANO on call legal services.

Executed this 13th day of May, 2014

APPROVAL:

A handwritten signature in cursive script, appearing to read "Willie C. H. Garrett", written over a horizontal line.

WILLIE C. H. GARRETT
CHAIRMAN, BOARD OF COMMISSIONERS



May 13, 2014

MEMORANDUM

**To: Willie C. H. Garrett
Chairman, Board of Commissioners**

**From: Audrey Plessy
Procurement Manager**

**Re: Request for Proposals No. 14-906-16
On Call Legal Services**

The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) on Wednesday, April 16, 2014 for the purpose of procuring one or more firms to provide On Call Legal Services for the HANO, pursuant to Request for Proposals Number 14-906-16.

The proposal package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 15 days. The advertisement was published in the Times-Picayune on Wednesday, April 16, 2014 and Wednesday, April 23, 2014. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. A total of eight (8) proposals were received on Monday, May 5, 2014 from the following firms:

- Burglass & Tankersley, LLC
- DeCuir, Clark & Adams, LLP
- Kinney, Ellinghausen, Richard & DeShazo, APLC
- Law Office of Alexandra Mora, APLC
- LeBlanc Butler, LLC
- Reno & Cavanaugh, PLLC
- Rodney & Etter, LLC
- Stone Pigman Walther Wittmann, LLC

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review the proposals received in response to the solicitation. On Thursday, May 8, 2014, the evaluation committee met, and was given an overview of the scope of services, and instructed on the proper procedure for proposal evaluation. Upon completion of the training, the committee discussed the proposals and determined a consensus score for each proposal received. The ranking of the respondents is as follows:

Name	Total (100 Points)
Rodney & Etter	92
Burglass & Tankersley	89
Stone Pigman Walther Wittmann LLC	84
DeCuir, Clark & Adams, LLP	82
Law Office of Alexandra Mora, APLC	81
LeBlanc Butler, LLC	78
Kinney, Ellinghausen, Richard & DeShazo, APLC	75
Reno & Cavanaugh, PLLC	73

Based on the technical scores from Stage I of the evaluation process, and to provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, the committee decided to forgo Stage II, and contract with the six (6) highest ranked respondents. Fee proposals received from these firms were reviewed, and the hourly rates were determined to be fair and reasonable in comparison to the in-house cost estimate.

A due diligence review was conducted on the six (6) highest ranked respondents. The review consisted of reference verifications regarding the previous work performance of each firm. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the firms are not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State website was checked to determine if the firms are active and in good standing. Results from the due diligence review indicate that the respondents are responsible.

Therefore, I hereby certify that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's Procurement Policy. I further certify that Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC submitted the highest ranked proposals in response to the RFP. To provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, it is recommended that approval be given to award contracts to Rodney & Etter, LLC, Burglass & Tankersley, LLC, Stone Pigman Walther Wittmann, LLC, DeCuir, Clark & Adams, LLP, Law Office of Alexandra Mora, APLC, and LeBlanc Butler, LLC to provide the HANO on call legal services in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised.